

REQUEST FOR PROPOSALS
Announcement
Fundraising and Capital Campaign Consultant Services
Feasibility Study – Performing Arts Center
City of Dublin, Ohio

Purpose: This Request for Proposals (RFP) is for the selection of a qualified consultant or consulting firm to provide a fundraising feasibility study related to the development of a performing arts center within the City of Dublin. This RFP can be found on the City of Dublin’s website at <http://dublinohiousa.gov/bids-and-requests-for-proposals/>

Deadline: Proposals will be received by the City until 4:00 p.m. EST, Friday, July 14, 2017. Proposals received after the time established for receiving proposals will not be considered.

Delivery: Completed proposals may be delivered via e-mail and should be sent to:

Michelle Crandall, Assistant City Manager
mcrandall@dublin.oh.us

Description: To provide professional fundraising and capital campaign services to include, but not be limited to, a feasibility study, prospective donor research and capital campaign strategic recommendations.

The City of Dublin may reject any proposal determined not to be responsive to this request and may reject for good cause any and all proposals upon a finding of the City that it is in the public interest to do so. The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the scope and cost proposals.



REQUEST FOR PROPOSALS
Fundraising and Capital Campaign Consultant Services
Feasibility Study – Performing Arts Center
City of Dublin, Ohio

Scope of Services

The City of Dublin, Ohio University, Crawford Hoying Development and the Dublin Arts Council have partnered to consider the development of a performing arts center within the City's Bridge Street District (BSD). Please find an overview of the project in attached Exhibit A.

The partners involved with this project are seeking a Request for Proposals (RFP) from qualified consultants or consulting firms to provide a fundraising feasibility study to determine the following:

- Community and potential donor perception of the project
- Composition of the potential donor base, ability to give and areas of philanthropic interest
- Availability of strong campaign leadership and effective volunteers
- Internal readiness and/or needs
- External factors that could influence the outcome of the campaign
- Suggested framework of a campaign, with consideration of the multiple partners
- Suggested next steps, including a draft timeline, for development and roll-out of a campaign

Required Submission Information

Please provide the following information as part of the submitted proposal:

- Qualifications
 - Brief overview of the history and structure of the firm.
 - Statement of particular expertise and experience in performing fundraising and capital campaign advisory services, particularly as these relate to similar types of projects.
 - Brief description of 2-3 successful campaigns completed within the past three (3) years.
- Project Team
 - Listing of and resumes and/or bios for the project lead and any other individuals on the team that would support the completion of this project, with a summary of each team member's area of responsibility, expertise, experience and qualification for this work.
 - Indicate the number and scope of projects that will be managed by the lead person(s) during the same time as this project will be underway.

- Project Approach
 - Based on the information provided in this RFP and your knowledge of Dublin, please provide a summary of how the firm would approach this project.
 - Timeframe for completion of the scope of services outlined in this RFP.

- References
 - A minimum of three (3) references for related work completed within the last three (3) years. List contact name, address, phone number and e-mail address for each reference.
 - Example of completed work prepared for one of the listed clients.

- Proposed Costs
 - Provide total proposed project cost
 - Provide itemized costs for individual components of the project as appropriate.

- Submission
 - Electronic submissions via e-mail, Dropbox or other similar format are preferred. If providing the proposal via mail or hand-delivery, applicants must submit six (6) copies of the proposal.

Evaluation Criteria

A screening committee will evaluate proposals based on the following factors:

- Qualifications and prior experience in performing similar work
- Approach to and process to be used in performing work
- Ability to communicate in writing as evidenced by information provided in this RFP response
- Example of similar completed work
- References
- Proposed cost

The screening committee reserves the right to solicit additional information from applicants should the committee deem such information is necessary during the evaluation process.

Additionally, should the screening committee so decide, interviews with a limited number of preferred proposers will be scheduled with results of that process factored in to the final selection criteria.

Deadline

Proposals will be received by the City of Dublin until 4:00 p.m. EST, Friday, July 14, 2017. Proposals received after the time established for receiving proposals will not be considered.

Completed proposals can be delivered via e-mail and should be sent to:

Michelle Crandall, Assistant City Manager
mcrandall@dublin.oh.us

Questions

Questions on any aspect of this Request for Proposal should be directed to:

Michelle Crandall via e-mail at: mcrandall@dublin.oh.us



EXHIBIT A

Project and Partnership Overview

The City of Dublin, Ohio University, Dublin Arts Council and Crawford Hoying have partnered to explore the possibility of developing a Performing Arts Center (PAC) that would be located with the City's newly redeveloping Bridge Street District and more specifically within the Crawford Hoying Bridge Park portion of the District.

To date the partners have completed a market study to determine an estimate of seating capacity and have engaged a theater design firm, Theater Projects, to complete a programming study (currently underway). The partners have also retained the services of Jay Panzer as a project/owners representative. The fundraising feasibility study is the next step toward evaluating the opportunity of realizing a performing arts center in the Dublin community.

In 2015 Ohio University's College of Performing Arts (COFA) established a professional theater company, Tantrum Theater, in Dublin. Tantrum, now in its second summer season, is currently housed in the Dublin Community Recreation Center's Abbey Theater. It is envisioned that Tantrum would be the primary leaseholder of the future PAC, building to a year-round season.

To learn more about the project and the partners, please visit the following links:

Bridge Street District - <http://bridgestreet.dublinohiousa.gov/>

Bridge Park development - <http://www.crawfordhoying.com/projects/bridge-park>

Tantrum Theater - <http://tantrumtheater.org/about/>

OU College of Fine Arts - <https://www.ohio.edu/finearts/>

Dublin Arts Council - <https://dublinarts.org/>